



Republic of the Philippines  
**Department of Education**



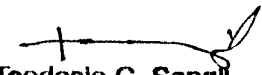
AUG 28 2007

DepED ORDER  
No. 58 s. 2007

2007 SCHOOL FURNITURE PROGRAM

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
All Others Concerned

1. The funds for the procurement of school furniture for FY 2007 is placed at PhP1Billion. The Guidelines for the CY 2007 Implementation of the School Furniture Program are found in the enclosure. The allocation per congressional district/schools division is in Annex 1.
2. Procurement shall be in accordance with the provisions of Republic Act No. 9184 and its Implementing Rules and Regulations.
3. The Central Office shall implement the ten percent (10%) allocation for cooperatives formed by persons with disability and the ten percent (10%) unallocated portion.
4. The Regional Office shall implement the fifteen percent (15%) allocation for regular cooperatives engaged in the manufacture/fabrication of furniture.
5. The Division Office shall implement the seventy five percent (75%) allocation for the legislative districts.
6. The school furniture to be procured should follow the DepED standard designs, specifications and dimensions found in Annex 2.
7. The list of recipient schools to be prepared by the Division Offices (in hard and soft copies) must be submitted to the Physical Facilities and Schools Engineering Division (PFSED), Office of Planning Service (OPS) via telefax no. (02) 633-72-63 and (02) 638-71-10 or e-mail to pfsed\_010305 @ yahoo.com. Sample forms to be used in the preparation of the list of recipient schools are hereto enclosed as Annex 3.
8. The Regional/Division Bids and Awards Committee may seek the assistance of the Physical Facilities and Schools Engineering Division (PFSED) in the conduct of their procurement process (pre-procurement conference, pre-bid conference, bid opening, etc.).
9. Immediate dissemination of and strict compliance with this Order is directed.

  
**Teodosio C. Sangli**  
Undersecretary  
Officer-in-Charge

Encls.:

As stated

Reference:

Allotment: 1- -(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

FUNDS

PROCUREMENT

RULES & REGULATIONS

Maricar/Sally -School furniture  
07-24-07

## **GUIDELINES FOR THE IMPLEMENTATION OF THE CY 2007 SCHOOL FURNITURE PROCUREMENT PROGRAM**

### **I. Fund Allocation**

The funds for the CY 2007 School Furniture Program shall be used for the procurement of tables and chairs, armchairs and teacher's table and chair and for its administration/supervision. The budgetary ceiling allocated for each congressional district is in lump sum for both elementary and secondary levels.

The computed share by congressional district/schools division for the Php900 Million nationwide allocation can be found in Annex 1.

### **II. Identification and Allocation of Recipient Schools**

- A. The division office shall prepare the list of recipient schools taking into consideration the following prioritization:
  1. First priority shall be given to schools which are recipients of new academic classrooms under the CY 2007 School Building Program implemented by the DPWH and DepED and other funding source.
  2. Second priority should be accorded to schools with high shortage of classroom seats. The results of the Basic Education Information System (BEIS) shall be used as basis in determining classroom furniture needs. Preference shall be given to schools belonging to the black, red and orange zones.
- B. The minimum number of seats to be allotted per school/classroom shall be 25 sets of tables and chairs or 50 units of armchairs.
- C. Each recipient school/classroom shall be provided with one (1) set of teacher's table and chair for every 25 sets of tables and chairs or 50 units of armchairs.
- D. In order not to exceed the budgetary ceiling in the conduct of



procurement, the proposed unit cost to be adopted for purposes of computation shall be as follows:

d.1 All Wood Materials

a. One (1) set of elementary desk (consist of 1 table and 2 chairs) for Grades I – IV or Grades V – VI	Php2,000.00
b. One (1) unit elementary armchair for Grades V – VI	Php780.00
c. One (1) unit secondary armchair	Php780.00
d. One (1) set Teacher's Table and Chair	Php4,600.00

d.2 Combination of Wood and Steel Materials

a. One (1) set of elementary desk (consist of 1 table and 2 chairs) for Grades I – IV or Grades V – VI	Php2,000.00
b. One (1) unit elementary armchair for Grades V – VI	Php780.00
c. One (1) unit secondary armchair	Php780.00

d.3 Non-Wood Based Materials

a. One (1) unit of elementary armchair for Grades V –VI	P1,200.00
b. One (1) unit secondary armchair	P1,200.00
c. One (1) set Teacher's Table and Chair	P4,600.00

E. Three (3) separate list of recipient schools should be prepared by the Division Office using the forms in Annex 3:

- Ten percent (10%) of the allocation for cooperatives formed by persons with disability;
- Fifteen percent (15%) allocation for other types of cooperatives and;
- For the remaining Seventy five (75%) allocation

F. Identification of recipient schools under the 10% allocation for cooperatives formed by persons with disability should not be in located in

an island or in a remote area.

### **III. Design and Specifications**

- A. Tables and chairs, armchairs, and teacher's table & chair shall be manufactured in accordance with the DepED standard designs and specifications.
- B. The Division Offices will determine the materials to be used for the school furniture to be bidded in their respective divisions.

### **IV. Procurement Methods**

- A. Procurement shall be in accordance with Republic Act No. 9184 otherwise known as the Government Procurement Reform Act and its Implementing Rules and Regulations. Advertisement in the national newspaper, if required, and posting in the G-EPS shall be strictly observed.
- B. The seventy five percent (75%) allocation shall be procured by the Division Bids and Awards Committee through competitive bidding and/or be contracted to arts and trade school and other similar government technical/vocational schools which have the manufacturing capacity through negotiated procurement following provisions of R.A. 9184. A minimum of 500 units of armchairs shall be procured from capable technical-vocational schools within the Division.
- C. The fifteen percent (15%) allocation for other cooperatives shall also be undertaken by the Regional Bids and Awards Committee following provisions of R.A. 9184.
- D. The ten percent (10%) allocation for cooperatives formed by persons with disability and the ten percent (10%) unallocated portion shall be procured by the Central Office Bids and Awards Committee following R.A. 9184.
- E. The Physical Facilities Schools Engineering Division shall assist the Regional and Division Bids and Awards Committee in the bidding process as a member of the Technical Working Group.

### **V. Contract Implementation and Monitoring**

- A. **At the Division Level**
  - a. The Division Office through the Division Supply Office shall facilitate



the contract implementation for the 75% allocation and shall have the following responsibility:

- a.1 Prepares the contract and all necessary documents.
  - a.2 Facilitates the creation of the Division Inspectorate Team and the School Inspection Committee.
  - a.3 Prepares the Inspection and Acceptance Report Form to be signed by the School Inspection Committee.
  - a.4 Inform recipient schools of the schedule of deliveries.
  - a.5 Prepares/Reviews documents for billing/s as requested by the contractor.
  - a.6 Assists the PFSED and Regional Office personnel in the conduct of inspection/monitoring.
  - a.7 Submits monthly accomplishment report to the Physical Facilities Schools Engineering Division (PFSED) and Regional Office.
- b. The delivery of the school furniture shall be on a door-to-door basis.
- c. A Division Inspectorate Team, to be headed by the Division Physical Facilities Coordinator, shall be created to oversee/verify the delivery and acceptance of the school furniture.
- d. The Physical Facilities Schools Engineering Division and the Regional Office shall monitor the implementation of the school furniture program of the division.

**B. At the Regional Office**

- a. The Regional Office through the Regional Supply Office shall facilitate the contract implementation for the 15% allocation for cooperatives and shall have the following responsibility:
  - a.1 Prepares the contract and all necessary documents.
  - a.2 Facilitates the creation of the Regional Inspectorate Team.
  - a.3 Prepares the Inspection and Acceptance Report Form to be
  - a.4 Inform recipient schools of the schedule of deliveries.
  - a.5 Prepares/Reviews documents for billing/s as requested by the contractor.
  - a.6 Assists the PFSED personnel in the conduct of inspection/monitoring.

- a.7 Submits monthly accomplishment report to the Physical Facilities Schools Engineering Division (PFSED).
- b. The delivery of the school furniture shall be on a door-to-door basis.
- c. A Regional Inspectorate Team shall be created to oversee/verify the delivery and acceptance of the tables and chairs/armchairs. The Regional Physical Facilities Coordinator shall head the team.
- d. The Physical Facilities Schools Engineering Division shall monitor the implementation of the school furniture procurement program of the region.

**C. At the Central Office**

- a. The Physical Facilities Schools Engineering Division of the Office of Planning Service shall facilitate the contract implementation for the 10% allocation for cooperatives formed by persons with disabilities and the ten percent (10%) unallocated portion.
- b. An Inspectorate Team/s shall be created to inspect and verify deliveries made by the contractor composed of personnel from the following Office:
  - 1. Physical Facilities and Schools Engineering Division
  - 2. Accounting Division
  - 3. Property Division
- c. The delivery shall be on a door-to-door basis.

